

**MINUTES OF THE WILLOWS PLANNING COMMISSION
REGULAR MEETING HELD SEPTEMBER 20, 2017**



1. **Call To Order:** 7:00 p.m.

2. **Pledge of Allegiance:** Vice Chair White led the pledge of allegiance.

3. **Roll Call:** Karen Mantele, Planner, Maria Ehorn, Minute Clerk

PRESENT: Griffith, White, Michael, Benningfield

ABSENT: Woods

4. **Agenda Review:** Chair Griffith asked if there were any changes to the agenda by staff or Commissioners. Staff and Commission had no changes to the agenda.

5. **Public Comment:** Chair Griffith introduced the item. No comments were made.

6. **Approval of Minutes:** It was moved by Commissioner Michael and seconded by Vice Chair White to approve the minutes of August 16, 2017.

AYES: Griffith, White, Michael, Benningfield

NOES:

ABSENT: Woods

ABSTENTION:

7. **NEW BUSINESS/PUBLIC HEARING(S):**

- a. **Zoning Text Amendments (File # ZTA-17-01) Applicant:** City of Willows City initiative to modify the text of the Municipal Code: Sections 18.25.030; 18.25.070; 18.55.020(18); 18.60.020(7); 18.110.050(2); 18.110.090(8); 18.125.120; and 18.125.150A

Chair Griffith introduced the item. Ms. Mantele presented the staff report. Prior to the meeting staff provided proposed revised wording with a diagram for consideration to the fences Section 18.110.050 Fences. Commissioner Michael would like to add wording to Section 18.110.050 (Fences) clarifying the height,and may not exceed three and one-half feet in height inside the 25 foot front yard setback to the proposed wording. The consensus of the Commission was to add the verbiage to that Section.

Chair Griffith opened the public hearing. No comments were made. The public hearing was then closed.

Motion: Commissioner Benningfield/Second: Commissioner Michael

Motion to approve the next resolution in line entitled, a resolution of the Planning Commission of the City of Willows recommending the City Council approve zoning text amendments to the Municipal Code/Zoning Ordinance as listed on Exhibit A with other text remaining unchanged; except for the agreed additional verbiage changes to Section 18.110.050 Fences.

The motion passed unanimously 4/0 by the following voice vote:

AYES: Griffith, White, Michael, Benningfield

NOES:

ABSENT: Woods

ABSTENTION:

- b. **Design Review (File# Dr-17-02) Applicant/Owner: Peterson CAT 411 S. Tehama Street/Assessors Parcel Number 005-362-001/CG (General Commercial) zone/General Commercial Land Use Designation/Design Review for new 12x40 office trailer**

Chair Griffith introduced the item. Ms. Mantele presented the staff report. A short discussion was had among the Commissioners regarding the project.

Chair Griffith opened the public hearing. Terry Gadzosa, representative for Peterson Tractor spoke stating the business has increased over the last several years. He stated Peterson Tractor wants to provide a separate office space for their customers and the proposal is to install this portable office as it is the most feasible and cost effective. Chair Griffith then closed the public hearing.

ACTION:

Motion: Commissioner Michael/Second: Commissioner Benningfield

Motion a resolution of the Planning Commission of the City of Willows granting Design Review approval (file# DR-17-02) to Peterson Machinery Company for installation of a 12' x 40' mobile office trailer for property located at 411 South Tehama Street, Assessors parcel number 002-291-008;-009;-010

The motion passed unanimously 4/0 by the following voice vote:

AYES: Griffith, White, Michael, Benningfield

NOES:

ABSENT: Woods

ABSTENTION:

c. Continued Review and Discussion of Draft R-1 Single-Family Design Guidelines

Chair Griffith introduced the agenda item. Ms. Mantele presented the item picking up from the last meeting. The Commission discussed and worked on the guideline items one by one and by consensus decided which items to keep, remove and/or revise.

8. COMMISSION COMMENTARY:

1. Commissioner Benningfield liked how NVIH was coming along. Ms. Mantele stated they have plans to rehab the existing building to match the new building which may come before them at the next meeting.
 2. Ms. Mantele stated that the cannabis ordinance will hopefully be coming before the Planning Commission next month. She also stated that October 18, 2017 will be the next Planning Commission meeting.
 3. Community Development Technician, Maria Ehorn, gave a brief talk on the upcoming changes regarding the Commission going paperless. I-Pads along with a City email address, will be issued to the City Council and thereafter to the Planning Commission for their use in the near future.
 4. Chair Griffith spoke briefly about his trip to Europe.
9. Ms. Mantele reminded the Commission that there will be a Planning Commission Academy in April of next year and are asking for topics that Planning Commissioners would like to see presented.

10. ADJOURNMENT: 7:55 pm

ROBERT GRIFFITH – Chair

Maria Ehorn – Minute Clerk